



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: April 8, 2005

TO: Michigan House Democratic Fund, House Republican Campaign Committee,
Senate Democratic Fund, Senate Republican Campaign Committee

FROM: Michigan Department of State, Bureau of Elections

SUBJECT: UPCOMING FILING REQUIREMENTS

- **ALL CAUCUS COMMITTEES ARE REQUIRED TO FILE THE APRIL CAMPAIGN STATEMENT DUE ON APRIL 25, 2005.**
- **CAUCUS COMMITTEES REQUIRED TO FILE WITH THE SECRETARY OF STATE THAT 1) RECEIVED OR EXPENDED \$20,000.00 OR MORE IN 2004 OR 2) EXPECT TO RECEIVE OR EXPEND \$20,000.00 OR MORE IN 2005 ARE REQUIRED TO FILE ELECTRONICALLY. COMMITTEES MAY APPLY FOR MERTS PLUS SOFTWARE ONLINE AT THE MERTSPLUS WEB SITE: <WWW.MERTSPLUS.COM>**

April Campaign Statement

All Caucus Committees are required to file the April Campaign Statement due on April 25, 2005. The Campaign Statement is required even if the committee has no transactions to report for the period covered by the Campaign Statement.

Coverage Dates of Statement

The April Campaign Statement due on April 25, 2005 opens January 1, 2005 and closes on April 20, 2005.

File on Time!

- Electronic filings must be transmitted and received by the Bureau of Elections before 5:00 p.m. on April 25, 2005.
- A Campaign Statement submitted by a committee required to file electronically will not be accepted unless it is submitted on a diskette or over the Internet.

- An April 25 Campaign Statement that is submitted on paper or diskette and hand-delivered or sent by first class mail must reach this office before 5:00 p.m. on Monday, April 25, 2005. Be sure to allow ample mailing time if sending first class.
- An April 25 Campaign Statement submitted on paper or diskette that is mailed by registered mail, certified mail or an overnight delivery service and postmarked on or before the filing deadline will be accepted as timely regardless of when it arrives.
- Be sure to fill out all forms as accurately as possible. Notices will be sent to the committee if forms are left off, figures are wrong, addresses are incorrect or missing, etc. The committee is then required to file an amendment to correct the error.
- A Campaign Statement will not be accepted if it does not bear a proper signature.

Statement of Organization Amendments Required With Campaign Statement

A committee registered under Michigan's Campaign Finance Act is required to amend its Statement of Organization if any information presented on the form changes. Required amendments to the form must be filed no later than the due date of the next upcoming Campaign Statement required of the committee. Therefore, if your committee is required to file the April 25 Campaign Statement, we urge you to review your committee's Statement of Organization before you file the Campaign Statement. If any information on the Statement of Organization has changed, be sure to file an appropriate amendment to the form no later than April 25, 2005. An amended Statement of Organization cannot be filed electronically.

Identification Requirements: A Reminder

PA 250 of 2001 amended Michigan's Campaign Finance Act to require PAC's, Ballot Question Committees and Political Party Committees to add the statement "**paid for with regulated funds**" to the identification or disclaimer included on printed matter or in paid radio or television advertisements. The amendment provides:

"Except for a Candidate Committee's printed matter or radio or television paid advertisements, each identification or disclaimer required by this section shall also indicate that the printed matter or radio or television paid advertisement is paid for 'with regulated funds.' Printed matter or radio or television paid advertisement that is not subject to this Act shall not bear the statement required by this subsection."

The use of the phrase, "Paid for with regulated funds by (name and address of committee)" is recommended.

Merts Plus Software For Caucus Committees

The following reminders are offered for Caucus Committees using MERTS Plus software to electronically file Campaign Statements. **Questions concerning use of the software should be directed to MERTS Plus Tech Support at: (703) 749-4642 or sent by e-mail to techsupport@nicusa.com.**

- **Election Cycles** – Make sure the correct election cycle(s) are entered into the Election Cycles Window. The election cycle for a candidate who participated in the November 2nd general election ended on November 2, 2004. For expenditures made after the November 2, 2004 general election to support or oppose candidates or issues, a new election cycle must be

created for each candidate or ballot issue (Section 1.4 of the MERTS Plus Manual for Independent and Political Committees). The election cycle begins on the day after the general election and ends on the day of the next general election.

- **Campaigns** – Make sure up to date campaign(s) are created in the Campaigns Window for each candidate or issue supported or opposed by the committee. For expenditures made after the November 2, 2004 general election to support or oppose candidates or issues, a new campaign must be created for each candidate or ballot issue (Section 1.5 of the MERTS Plus Manual for Independent and Political Committees).
- **Reporting Periods** – A separate report record (with correct coverage period dates) must be created in the Reports Window for each Campaign Statement that will be submitted by the committee electronically (Section 1.6 of the MERTS Plus Manual). Be sure to close this report on April 20, 2005.
- **Amendments to Campaign Statements** – An amended Campaign Statement cannot be filed electronically until an original Campaign Statement has been filed electronically. If more than one amendment to a Statement has been created, each amendment must be electronically submitted in the order it was created.

Obtaining The Merts Plus Software

State level committees wishing to obtain the MERTS Plus software may apply online at the MERTS Plus web site (www.mertsplus.com). Both on-site and online software training options are available. Access to the software is provided to committees that have completed the training session and submitted an original or amended Statement of Organization requesting the MERTS Plus software.

Questions?

If you have any questions, please do not hesitate to contact this office.

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